

SHSU STAFF COUNCIL MINUTES

March 10, 2004

Meetings of the Staff Council are open to all SHSU staff employees but certain issues may be discussed by the Staff Council in closed session at the discretion of the Council Chair. Please feel free to contact any member of the Staff Council with concerns you feel need to be addressed at our meetings. We request that agenda items be submitted at least one week prior to a scheduled meeting.

- I. Welcome** – The Sam Houston State University Staff Council met on Wednesday, March 10, 2004 in the Lowman Student Center, Room 315 with twenty (20) regular members, one (1) alternate, and one (1) visitor present. Keith Jenkins, Chair, opened the meeting at 1:38 p.m.
- II. Review Minutes of January Meeting** – There were several changes to the minutes from the January 14, 2004 Staff Council Meeting. Once discussed and changes made, Mike Yarborough made a motion to accept the minutes and Larry Brown seconded. The Council unanimously approved the minutes with the discussed changes. The minutes of the February 11, 2004 Staff Council Meeting were not available at this time.
- III. Old Business**
- A. Committee Reports
1. Debbie Birdwell, Chair of the Public Relations Committee, reminded us that the Walker County Fair is scheduled for this month and the Relay for Life next month. We will encourage staff participation at both of these events.
 2. A representative of the Communications Committee said they had no report.
 3. A representative of the Administrative Issues Committee reported on several issues:
 - (a) At the February 12, 2004 meeting of the Faculty Senate, a motion was passed in support of hang tags, one tag per employee, rather than decals for parking registration. They also passed a motion to recommend that all university vehicles currently parked in white-tag lots be housed in an area such as Sam South rather than using faculty/staff parking space. These issues were initiated by the Staff Council and forwarded to the Faculty Senate for additional investigation and possible support. We appreciate their support with these two issues and will develop a proposal to be sent to the President.
 - (b) The calendar issue concerning holiday time is still on the agenda. It was brought to our attention that in order to have something proposed in time for the May Board meeting we would need to have information done by March 16, 2004. The Staff Council decided that this was too short of a time frame to accomplish any type of survey with statistical results for that particular meeting. It was decided that we would continue with the staff survey concerning the holiday schedule with a possible proposal for the fall Board meeting.

4. Sue Knight, Chair of the Staff Development Committee, had no report.
5. Larry Brown, Chair of the Campus Enhancement Committee, reported on several issues:
 - (a) 99% of the new signs on campus have been completed.
 - (b) There are plans for improvements to the landscaping in the mall area.
 - (c) The issue concerning safety of the pebble sidewalks now has support from not only the Staff Council, but also the Faculty Senate and the Student Government Association. We will continue to investigate solutions to the hazards associated with these types of sidewalks and will report any information gathered concerning this issue at future meetings.

B. By-Laws Addendum

1. Another addendum to our By-Laws was discussed concerning the extension of the term of service for the chair-elect position on the Staff Council. If the person elected as chair-elect is serving a one-year term or the second year of a two-year term that person would automatically have their term of service extended one year in order to fulfill their duties as chair of the Staff Council the following year. Dorothy Roberson made a motion to accept this proposal, Mike Yarborough seconded, and the Council unanimously passed the motion. This will be sent to the President.

IV. New Business

A. Nominations and Elections Committee

1. The appointment of a Nominations and Elections Committee for the upcoming elections to the Staff Council was discussed. This committee will include Bernice Strauss, Janis Lawrence, Cathi Gillette, and Gustie Callaway.

B. Information Items

1. Faculty/Staff terminology is still an issue that was discussed again. It was decided that we should contact The Houstonian about correct references to staff when warranted.
2. Dr. Payne has a presentation on “Closing the Gaps” that was mentioned as something we may want to view. It will be discussed at a later time.

C. Discussion Items

1. Hiring and interviewing practices on campus were brought to the floor for discussion. It was suggested that a representative from Human Resources be in attendance at interviews to ensure continuity and fairness in interviews. They would not serve as a decision maker in the selection of an employee, but as an unbiased observer representing the Human Resources Department ensuring that all applicants are treated fairly, appropriate questions are being asked, and that there is consistency in all

interviews. This issue will be investigated more and information brought back to the Council for further discussion.

2. It is hard to find doctors in town that will take workman's compensation cases. Sometimes employees are sent out of town to see a doctor. Huntsville Memorial Hospital will accept these cases but some employees would like to have a choice of doctors and hospitals in case they need to use them for this purpose. This will be investigated more and results reported back to the Council.

The next meeting of the Sam Houston State University Staff Council will be on Wednesday, April 14, 2004 at 1:30 p.m. in the Lowman Student Center, Room 315.

- V. **Adjournment** – Mike Yarborough moved to adjourn the meeting and Cathi Gillette seconded. All members present agreed and the meeting adjourned at 2:50 p.m.

Terri Harvey, Secretary
SHSU Staff Council